

## **GEORGIA REGION H & I SUBCOMMITTEE POLICY**

**2022-2023**

### **BASIC PURPOSE**

The RSC H&I Subcommittee serves the needs of all the areas within the Georgia Region by conducting quarterly panel meetings and activities that promote the growth and strength of all H&I efforts and needs within the region and the fellowship.

### **FUNCTION OF SUBCOMMITTEE**

- A)** A resource for members, groups and areas in their efforts to provide information and other materials necessary to better carry the NA message to locations suitable for H&I services
- B)** Provides a forum for area H&I subcommittees and all NA members to share their experience, strength and hope in relation to H&I service
- C)** Conducts workshops to address and / or work on problems the member areas are experiencing or to discuss new methods of H&I work
- D)** Performs any other activities that benefit the H&I efforts in the Georgia Region

### **MEMBERSHIP / ELECTIONS**

- A)** The subcommittee shall consist of administrative officers (chairperson, vice chairperson, secretary), and all involved members interested and or active in H&I work
- B)** The chair is the only officer elected by the general session of the region at the appropriate time
- C)** The vice chairperson will be elected in the subcommittee and will assume the position of the chairperson only by election of the general session of the region at the appropriate time
- D)** The secretary will be elected in the subcommittee
- E)** The Co-Facilitator of the RSC is requested to be a member of this subcommittee
- F)** Officers will be removed after 2 consecutive absences
- G)** Voluntary and involuntary absence guidelines are per the RSC policy

### **VOTING/PARTICIPATION**

\*\*\* All members of Narcotics Anonymous have a voice at Georgia Regional H&I meetings at specified times and discretion of the H&I chair. Voting/participation is outlined as follows\*\*\*

- A)** Voting members of the Regional H&I subcommittee shall be the Area H&I subcommittee chairperson or their Proxy. (Area Chairperson should inform the Admin prior to the subcommittee RSC meeting)
- B)** Designated representatives can be: Area H&I Vice Chairperson, RCM - RCMA, or an appointed member of the H&I subcommittee for that area
- C)** Each area has one vote
- D)** Any NA home group that is active in H&I service but does not have an Area H&I chair representative will be allowed one vote after that H&I panel member has presented themselves to the Regional H&I subcommittee and attended 2 consecutive Georgia Regional H&I quarterly meetings. Voting rights will become active at the 2<sup>nd</sup> consecutive meeting

- E) The RSC H&I Vice Chairperson and the RSC H&I Secretary have one vote each
- F) The RSC H&I Chairperson only has a vote in case of a tie

## **QUALIFICATIONS & RESPONSIBILITIES OF OFFICERS**

### **A) CHAIRPERSON – Term is 2 years**

1. Must meet clean time requirements of 3 years
2. Is elected by the group conscience of the RSC, as per its guidelines
3. Mediates all meetings of the subcommittee with a general understanding of the parliamentary procedure
4. Must have at least 1 year of experience in regional H&I work and a working knowledge of the 12 steps, twelve traditions, and twelve concepts through application
5. Prepares a report for each RSC meeting and makes all topics on behalf of and is the voice of the H&I subcommittee
6. Coordinates and is responsible for all work done by the subcommittee
7. Is available to answer questions from the area H&I subcommittees
8. Prepares a budget with the subcommittee to be submitted for the guidelines
9. If necessary, may be removed by the RSC, as outlined in its guidelines
10. Submit quarterly report

### **B) VICE CHAIRPERSON – Term is 2 years**

1. Must meet clean time requirement of 2 years
2. Is elected by the H&I subcommittee / Biannually in June
3. Must have at least 1 year experience in regional H&I work and a working knowledge of the twelve steps, twelve traditions and twelve concepts through application
4. Attend meetings of the subcommittee as standard practice
5. Works with the chairperson to ensure the smooth operation of the H&I subcommittee
6. Performs the duties of the chairperson in their absence
7. If necessary, may be removed by a vote of the subcommittee
8. Submit quarterly report

### **C) SECRETARY – Term is 2 Years**

1. Is elected by H&I subcommittee / Biannually in June
2. Must meet clean time requirement of 1 year
3. Must have at least 6 months experience in regional H&I work and a working knowledge of the twelve steps, twelve traditions and twelve concepts through application
4. Must have a certain amount of clerical skills
5. Must keep an accurate set of minutes of all H&I subcommittee meetings and learning sessions (topics discussed). They should be ready for distribution to all Area H&I Chairs within 14 days from Regional meeting
6. Works with the chairperson to ensure the smooth operation of the H&I subcommittee
7. If necessary, may be removed by a vote of the subcommittee

### **D) BUDGET**

- A) The budget for the operational costs of the RSC H&I Subcommittee will be submitted by the H&I chairperson per the RSC guidelines

- B)** Contributions obtained at any the Learning Day may be used for the immediate costs of that event / activity; (coffee, rent, etc...)
- C)** Fund raisers with H&I themes may be conducted by the subcommittee, but all the net funds must be given directly and unconditionally to the RSC treasury

**\*\*\*\* THE YEARLY CALENDAR WOULD FOLLOW THE ABOVE TEXT AND WOULD CLOSE OUT THESE GUIDELINES. THE CURRENT CALENDAR WILL BE ADDED IF THE CONSCIENCE OF THE H&I SUBCOMMITTEE APPROVES WITHOUT CHANGE \*\*\*\***